

ANDERSON COUNTY SANITARY COMMISSION

Engineering Division

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1 INTERDEPARTMENTAL COMMISSION MINUTES

Quantity: 4 volumes; 50 reels of taped recordings  
Size: 8 1/2" x 11" volumes  
Dates: 1948...  
File Arrangement: Chronological

Interdepartmental meetings are held weekly for discussion and solution of interdepartmental policy and problems. The proceedings are taped and later transcribed.

The recommendation below applies to the volume records, as well as to the tape recordings.

RECOMMENDATION: RETAIN PERMANENTLY.

2 PROJECT FILES (EXTENSION OR JOB FILES)

Quantity: 5 file drawers, active; 21 file drawers, inactive  
Size: Legal  
Dates: 1922...  
File Arr.: Current, by project number; non-current, by quadrangle number

The Engineering Project Files concern records relating to service installations, as distinct from the Contract Files (Item 3). The Project Files are prepared and retained in the Engineering Division after review and comparison with Project Files prepared in the Assessments Division (Schedule C- , Item 1). Engineering Project Files contain material not included in the Assessment files nor in the series filed in the Finance & Accounting Division.

All or some of the following papers are found in the Engineering file folders:-

Petition copy  
Detail plans and drawings

Cost estimates  
Correspondence

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Approved B.P.W.,  
6-16-65

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Inter-office memoranda	Purchase Requisition copies
Abstracts of Commission Minutes	Work papers
Deficit Agreement copies (CAD)	Purchase Order copies
Permit Application to State Health Department	

After a project is closed, all plates except the final one, with corrections, should be eliminated before this file is combined with the Project Files from the other divisions of the Commission.

**RECOMMENDATION:** RETAIN IN ACTIVE FILES UNTIL COMPLETION OF THE PROJECT, THEN COMBINE WITH PROJECT FILES FROM THE ASSESSMENTS AND THE FINANCE & ACCOUNTING DIVISIONS, ELIMINATING DUPLICATION OF PAPERS; MICROFILM PERIODICALLY AND DESTROY ORIGINAL PAPERS. RETAIN MICROFILM PERMANENTLY.

### 3 CONTRACTS FILE

Quantity: 9 legal file drawers  
 Size: Legal  
 Dates: 1935...  
 File Arr.: Alphabetical, by area or subdivision

This file is not a part of the Project Files found in this schedule as item 2. This series pertains to contracts for building installations, water and sewage treatment plants, pumping stations, and wells. Each folder contains all or some of the following types of papers:-

General correspondence	Estimates of Costs and Payments
Bids and Tabulations of Bids	Test Reports
Contract Forms	Instruction Manuals
Certificates and Permits	Shop Drawings
Descriptions of Property	Architectural Drawings
Design Data	Progress Reports
Federal Grant Data	

**RECOMMENDATION:** RETAIN IN ACTIVE FILE UNTIL COMPLETION OF CONTRACT, THEN COMBINE WITH CONTRACT FILES FROM THE ADMINISTRATION AND THE FINANCE & ACCOUNTING DIVISIONS, ELIMINATING DUPLICATION; MICROFILM PERIODICALLY AND DESTROY ORIGINAL PAPERS. RETAIN MICROFILM PERMANENTLY.

### 4 AREA STUDIES

Quantity: 2 file drawers  
 Size: Legal size  
 Dates: 1960...  
 File Arr.: Alphabetical, by name of area

This file consists of special studies made of various geographical or project areas by the Commission or by private research firms under contract to the Commission. --- This material has permanent value to the Commission.

**RECOMMENDATION:** RETAIN PERMANENTLY.

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## 5 SURVEY BOOKS

Quantity: 7 double file drawers  
Size: 5" x 8" x 1"  
Dates: 1922...  
File Arr.: By sanitary district and number  
Index: Internal

The Survey Books are a record of all surveys made by or for the Commission on projects under their jurisdiction. Reference to this record series is frequent and can extend back to the first book. Both preliminary and final surveys are included in the series. These surveys are the basis for planning, installing, revising and enlarging water and sewerage systems for the county.

RECOMMENDATION: RETAIN PERMANENTLY.

## 6 CO-ORDINATE RECORD

Quantity: 2 card trays  
Size: 5" x 8" sheets  
Dates: 1950...  
File Arr.: 1. By quadrangle 2. By assigned project number

In laying out projects for construction, a Co-ordinate Record is prepared in duplicate (for reference purposes---2 files arranged as above), from the Computation of Co-ordinates Sheets (Item 7), to identify geographic location of installations, giving the number of the Sanitary District and number of the Quadrangle (Item 10), a sketch of the location oriented to the north, the latitude and longitude in degrees, minutes and seconds, the Notebook (Survey Book, Item 5), number of reference page, a space for description of the co-ordinates, the elevation, and the geodetic position north and south. One file tray is composed of bench mark cards.

Co-ordinates are set up by the surveyors and refer only to the projects under supervision of the Commission. State co-ordinates are not in reference at this time, but at some future date the Commission co-ordinates are expected to be replaced by State co-ordinates.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF THE PROJECT, THEN DESTROY.

## 7 COMPUTATION OF CO-ORDINATE SHEETS

Quantity: 4 file drawers  
Size: 8 1/2" x 11"  
Dates: 1922...  
File Arr.: By location

The Computation Sheets give the file and acc. (account ?) numbers, the names and dates of personnel computing and checking field data, adjusted courses, latitude, depth and co-ordinates and, in columnar form, the station number and field angle, the bearing and distance, the latitude and depth, and the co-ordinates north or south. From the Computation Sheets, the Co-ordinate Records are prepared (Item 6).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETING PROJECT, THEN DESTROY.

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# **DETAIL PLATS (40' to 1")**

Quantity: 13 hanging files  
Size: 36" x 36"  
File Arr.: By sanitary sub-district

The Detail Plats are drawn on a scale of 40 feet to 1 inch and are the basic plat records of the Commission, showing rights of way, major surveys, traverse controls, location of all water and sewer installations, and all buildings as actually positioned on property. These plats are corrected annually from the Project Tracings (Item 9) and are redrawn and replaced as they become unusable and the replaced plats are destroyed.

RECOMMENDATION: RETAIN PERMANENTLY AND MICROFILM PERIODICALLY FOR SECURITY PURPOSES.

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# **PROJECT TRACINGS**

Quantity: 20 tracings drawers (8 active, 12 inactive)  
File Arr.: By tracing number  
Index: Alphabetical, by name of area or location

The Project Tracings are currently annotated from the Record and Operating Maps (Item 10), during construction of a project, from which information is transferred to the Detail Plats (Item 8). This file is composed of the following classes of drawings:

- Aerial Surveys
- Land Record Property Plats
- State Roads Commission Maps

When a project has been completed, final notations are made and the tracings are retired to inactive status.

The Land Record Property Plats have continuing reference value to the office and are subject to recommendation "A" below. All other tracings having a continuing value to the operation of the office should be retained until such value ceases, otherwise they are subject to recommendation "B" below.

RECOMMENDATION: A. RETAIN PERMANENTLY, AND MICROFILM PERIODICALLY FOR SECURITY PURPOSES.  
B. RETAIN UNTIL COMPLETION OF PROJECT AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

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# **RECORD AND OPERATING MAPS (200' to 1")**

Quantity: 1 hanging map file; 1 map drawer  
File Arr.: By sanitary sub-district  
Index: Base grid system

The Record and Operating Maps are drawn on a scale of one inch to two hundred feet and are revised periodically. They are used for correction of the Project Tracings (Item 9), which are in turn the basis for correcting the Detail Plats (Item 8). The maps in this record series show the quadrangles with roads, streets, highways,

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(cont.) subdivisions, and facilities.

Maps in this series are redrawn and replaced as they become unusable, and the replaced maps are destroyed.

RECOMMENDATION: RETAIN CURRENT MAPS UNTIL REPLACED BY CORRECTED OR REDRAWN COPY.

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**PROFILES OF SEWERAGE SYSTEM**

Quantity: 11 map drawers

File Arr.: By sub-district and street names

Index: By separate sheet filed at the beginning of each sub-district, listing street names alphabetically

Profiles of sewer systems are drawn on a horizontal scale of 100' to 1" and a vertical scale of 10' to 1". These profiles are revised on an "as-built" basis when the project has been completed, and they are required for reference in repairs, alterations, and extensions.

RECOMMENDATION: RETAIN PERMANENTLY.

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**PERMIT COPIES (WATER AND/OR SEWAGE PERMITS)**

Quantity: 12 file drawers

Size: Letter size

Dates: 1939...

File Arr.: By quadrangle and by serial number therein

This file is composed of the white copies of water and sewerage connection permits issued by the Finance and Accounting Division (Schd. C- , Item 6). The copy filed in the Finance & Accounting Division is considered the record copy, and the copy filed with Engineering is considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition, as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

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**WORK ORDERS**

Quantity: 20 card trays (including files in Engineering, Administration, and Inspection)

Dates: 1929...

File Arr.: By quadrangle number and district number

Serialized Work Orders are issued by Engineering for installation and alterations, inspection, and contract inspection according to the Water and Sewage Permits (Item 12) received from Finance & Accounting. These orders are prepared in quadruplicate and distributed as follows:-

White original is filed in Engineering after the project installation measurements and details have been added by the Inspector in the Construction & Maintenance Division of Engineering, and it is subject to recommendation "A" below.

cont.) Pink (#1) copy goes to the Inspector (with the white original, which is returned to Engineering after measurements have been added; the pink copy is considered the field copy and is retained by the Inspection Division or by Construction & Maintenance, according to the project.

Pink (#2) copy goes to the Anne Arundel County Board of Public Works for reference purposes.

The Work Order gives the date, the Sanitary District and subdivision, the work to be done and the file or project number, the permit number, and a sketch of the project (white copy), with an itemized listing of the procedural steps to be approved in completing the project.

The white copy is subject to recommendation "A" below; all other copies are subject to recommendation "B".

RECOMMENDATION: A. AFTER A PROJECT IS CLOSED, FILE WHITE COPY IN THE PROJECT FILE, TO BE MICROFILMED PERIODICALLY.  
B. ALL OTHER COPIES ARE TO BE RETAINED FOR THREE YEARS, THEN DESTROYED.

#### 14 INSPECTOR'S DAILY REPORTS (Form Nos. INSP. 4 & 5)

Quantity: 3 file drawers  
Size: Letter size  
Dates: 1960...  
File Arr.: Numerical, by job number

This file consists of the daily report forms submitted by inspectors for water and sewage connections. They give the date and the job or contract number, the district and subdivision in which the inspection was made, and an itemized breakdown of the work completed.

Copies of these reports are also retained in the inspection office in the warehouse. The latter copies are considered nonrecord within the meaning of the statute (Ann. Code of Maryland, 1957 Ed., as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by that office.

The copies filed in the Engineering Department are subject to the recommendation below.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

#### 15 WATER AND SEWAGE REPORTS

Quantity: 1 file drawer  
Size: Letter size  
Dates: 1960...  
File Arr.: By name of plant or installation

This file is composed of monthly statistical reports on the operation of water and sewage treatment plants, including daily pumping reports and periodical laboratory reports on water samples prepared by the State Department of Health. The essential information contained in the monthly statistical reports and in the daily pumping

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(cont.) reports could be re-established from the Gauge Charts which are retained permanently by the Operations Section (Sched. C- , item 1). Reports on water samples would have little value after three years, which is the retention period for such reports retained by the State Department of Health.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

## 16 GENERAL FILE

Quantity: 6 file drawers  
Size: Legal size  
Dates: 1922...  
File Arr.: Alphabetical, by subject

The General Files contain correspondence with individuals, county and State agencies, interoffice memoranda, and charts, reports, and studies. Some of the more important categories are as follows:-

Correspondence	Pump Reports (Sched. C- , item 2)
Connection Charges	Miscellaneous
Construction Reports	Present and Future Jobs
Districts (by name of District)	Record Plans
Federal Grants	Weather Reports
Fire Hydrants	Extra copies of Minutes of the
Layouts	Commission (Original Minutes
	are retained permanently in
	the office of the Secretary)

Printed and mimeographed material is considered nonrecord within the meaning of the statute (Ann. Code of Maryland, 1957 Ed. as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.

Material having continuing administrative or legal value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.